



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT USE OF DEPARTMENT FACILITIES BY NON-COUNTY GROUPS	POLICY NO. 110.02	EFFECTIVE DATE 10/01/1989	PAGE 1 of 3
APPROVED BY: Original signed by: ROBERTO QUIROZ Director	SUPERSEDES 303.2 10/01/1989	ORIGINAL ISSUE DATE 05/25/1989	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To provide uniform guidelines for use of Department of Mental Health (DMH) facilities by non-County groups.

POLICY

- 2.1 The DMH may permit non-County groups to use DMH facilities to conduct meetings provided the group:
 - 2.1.1 Is recognized as one which furthers the goals of the Department.
 - 2.1.2 Is a non-profit organization.
 - 2.1.3 Agrees to abide by all rules and regulations of the Department as explained by the Facility Administrator at time of request.
 - 2.1.4 Agrees that the Department will not incur unreimbursed additional costs.
 - 2.1.5 Provides, upon notice, appropriate insurance for use of County facilities.
- 2.2 The DMH shall allow the use of its facilities by employee organizations. Such organizations must obtain prior approval from the Facility Administrator who will clear the use with the DMH Personnel Officer, when appropriate.

PROCEDURE

- 3.1 Space for meetings shall be assigned on the basis of availability. Non-County groups may use DMH facilities only when space is not needed for County business.



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- 3.2 The Facility Administrator shall exercise extreme discretion to (1) protect prevailing confidentiality requirements, and (2) to ensure the welfare of County property, at all times.
- 3.3 Organizations wishing to utilize DMH facilities for commercial purposes shall be referred to the Internal Services Department (ISD), Real Property Branch, Leasing & Revenue Division, for determination of use and fees. It is the responsibility of ISD to clear such use with the DMH.

GENERAL RULES AND REGULATIONS

- 4.1 Requests to use facilities must be submitted to the Facility Administrator at least 30 days in advance.
- 4.2 Permission to use facility is valid only during specified time(s) and date(s) granted.
- 4.3 Space used shall be restored to orderly condition immediately following usage, i.e., user is responsible for all “set-up” and “take down” as well as “clean-up”; tables and chairs must be “put-back” and trash discarded appropriately.
- 4.4 Display materials must be removed from area immediately upon conclusion of period of usage.
- 4.5 Nails, staples, and tape may not be used on the walls or carpeted panels. Thumb tacks or pins may be used on carpeted panels only.
- 4.6 In compliance with fire regulations, aisles between tables must be a minimum of six feet, and doorways must not be obstructed.
- 4.7 Facility/area must be vacated by the agreed upon time.
- 4.8 The DMH shall not be held responsible for any equipment, material, or property of any kind left or used on the premises (which does not belong to the DMH).



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- 4.9 Use of County equipment requires prior authorization. Request for authorization should be received at the same time the request to use space is submitted.
- 4.10 Number of attendees in designated areas must not exceed posted capacity.
- 4.11 Smoking is not permitted in County facilities.
- 4.12 Alcoholic beverages are not permitted on premises.
- 4.13 Any posters or other publicity, including news releases, must be cleared at least two weeks in advance with the Director of Mental Health.
- 4.14 Fund raising activities (including donations and sales) are not permitted except in support of the DMH through cooperation of the respective supporting organizations. The Director, DMH, will assist qualified groups in making timely applications for fund raising.
- 4.15 Facilities used after business hours must be carefully secured upon departure. Lights are to be turned off according to instructions of the Facility Administrator. Toilets, faucets, etc. are to be checked for running water.

AUTHORITY

Government Code, Section 26227
Los Angeles County Ordinance, No. 2292